

TANF Post-Employment

This document outlines additional changes to TEAMS to process TANF Post Employment. For step by step instructions for processing TANF Post Employment on TEAMS, see the process guide attachment. Here is a linked list of topics contained in this document.

- ◆ [Overview](#)
- ◆ [AFED](#)
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OVERVIEW

TANF Post Employment eligibility is calculated by TEAMS based on an indicator that is set on the AFED screen. TEAMS allows the indicator to be updated when all the TEAMS requirements for TANF Post Employment are met. When the eligibility worker determines that the household meets all additional eligibility criteria (see below), the indicator must be changed to indicate TANF Post Employment is desired. EXPD will then update the budget information and fields to be specific to TANF Post Employment.

Information from Central Office: Some of the TANF Post Employment criteria require the Eligibility Case Manager's attention; in other words, **TEAMS does not automate them**. The eligibility criteria that **must** be determined by the Eligibility Case Manager are:

1. The TANF Post Employment earned income policy requirements which include:
 - Verify that the adult with earned income that caused the ineligibility for regular TANF was coded IN or DQ/SN for the prior month
 - Verify that the same adult is coded 'IN' for the month of closure to regular TANF;
 - Verify the income was reported timely;
 - Verify the income was verified timely;
2. Verify the household meets all other financial and non-financial eligibility criteria, including cooperation with Child Support Enforcement;
3. All work-eligible household members have been referred to Tribal NEW or WoRC for case management services and if referred to WoRC, have negotiated an EP which has been authorized by the WoRC Case Manager.

NOTE: Please read the policy found in **TANF 604-2** for more information.

4. TANF Post Employment cases will not be auto authorized by TEAMS; the Eligibility Case Manager must authorize each month on EXPD. In addition, if a TANF Post Employment case is also receiving FS, EXAD must be authorized by the Eligibility Case Manager as appropriate.

AF ELIGIBILITY DETERMINATION (AFED)

Starting with the benefit month of August 2008, the AFED screen will display a `POST EMPLOYMENT` field; see Figure 1. This field will be protected unless the case is on TANF Post-Employment or meets the following five eligibility conditions for the first month of TANF Post-Employment:

- 1) The case has failed the GMI or Benefit Standard test on EXPD as shown in Figure 2 by a FAIL under HOUSEHOLD for GROSS AMOUNT and/or GRANT AMOUNT.
- 2) The case has an open TANF program.
- 3) The case received Montana TANF benefits in the month prior to the current benefit month.
- 4) No IN or DQ adults (with A or I adult child indicators) have received a TANF Post-Employment benefit within the last 12 months.
 - For example, a person on case 2 receives (is coded IN) TANF Post-Employment benefits for August, September and October 2008. This person cannot receive TANF Post-Employment benefits again on case 2, or any other case, until August 2009 provided they meet all the other conditions.
- 5) The case TANF clock is not exhausted.

When these five conditions are met, the AFED screen will display a warning message: `POST EMPLOYMENT ELIGIBLE? ENTER Y AND NEXT TO EXPD FOR DETERMINATION.` (See above information regarding eligibility criteria that must be determined by the Eligibility Case Manager.)

If the case is currently on TANF Post-Employment, the `POST EMPLOYMENT` field will display a Y. If the benefit has not been issued for the month, the field will be updateable. If the month has not been issued but is authorized, and the Y is changed to an N or a space, the program will be deauthorized for the benefit month.

If the Y is removed from the `POST EMPLOYMENT` field and the Eligibility Case Manager brings up the case on EXPD, regular TANF benefits will be calculated.

When a case is on TANF Post-Employment, AFED will allow the program only for three consecutive months.

Note: The work support payment field will be hidden for all cases for benefit months effective August 1, 2008. The last day work support payments will be issued is July 31, 2008 for the benefit month of July 2008 (cases closing 6/30/08).

AFED		AF ELIGIBILITY DETERMINATION		05/12/08 12:02:58	
FA				LIZA S	
CASE NAME: ZLASTNAME, FRSTNM				CASE NUMBER: 000002 MONTH: 0808	

ELIGIBILITY		-----	-----INDIVIDUALS-----				-----
FACTOR	ELIGIBLE	HOUSE	IN	IN	IN	IN	
	SCREEN	HOLD	FRSTN C	AURIO G	JATON G	JACQU G	
CLIENT AGE	SSDO	PASS	PASS	PASS	PASS	PASS	
CITIZENSHIP	RECI	PASS	PASS	PASS	PASS	PASS	
GRANT AMOUNT	EXPD	FAIL	N/A	N/A	N/A	N/A	
GROSS INCOME	EXPD	FAIL	N/A	N/A	N/A	N/A	
MANUAL CLOSURE	AFED	PASS	N/A	N/A	N/A	N/A	
RESIDENCY	RECI	PASS	PASS	PASS	PASS	PASS	
RESOURCES	EXRA	PASS	N/A	N/A	N/A	N/A	
SPEC RELATIVE	SPRD	PASS	N/A	N/A	N/A	N/A	
EXTENDED BNFT	TAEBS	PASS	N/A	N/A	N/A	N/A	
SOC SEC NUMBER	SSDO	PASS	PASS	PASS	PASS	PASS	
CSED COOPERATE	ABPS	PASS	N/A	N/A	N/A	N/A	

TM903245 POST EMPLOYMENT ELIGIBLE? ENTER Y AND NEXT TO EXPD FOR DETERMINATION
 UNTIMELY GOOD CAUSE CODE: DENIAL CLOSURE REASON: **POST EMPLOYMENT: Y**
 AUTHORIZE: MORE FACTORS: N MORE CLIENTS: N
 NEXT-->

Figure 1 – AFED after EXPD has failed regular TANF and case is initially selected for TANF Post-Employment.

TANF PAYMENT DETERMINATOR (EXPD)

EXPD will allow a case to be on the TANF Post-Employment program only for three consecutive months and they must be authorized in benefit month order. To ensure that benefit months are authorized in the correct order, EXPD will give the error message ALL PRIOR POST-EMPLOYMENT MONTHS MUST BE AUTHORIZED FIRST. Once a case is marked for the TANF Post-Employment program on AFED, some of the screen labels and the income calculations will change when the Eligibility Case Manager brings up the case on EXPD; see Figure 2.

EXPD SCREEN LABEL CHANGES

Two screen labels on EXPD will be changed and one will be added when the screen calculates Post-Employment benefits. (The fields are highlighted on Figure 2 for easy identification but will not be highlighted on TEAMS.)

EXPD	TANF PAYMENT DETERMINATOR	05/12/08	11:57:14
FA		LIZA	S
CASE NAME: ZLASTNAME, FRSTNM		CASE NUMBER: 000002	
CURRENT TRACK: TC	MT TANF MONTHS USED: 004	BENEFIT MONTH: 0808	
POST EMPLOYMENT TANF: 1ST MONTH		HOUSEHOLD SIZE: 03	
EMPLOYMENT INCOME :	550.00	TOTAL NET INCOME :	65.00
SELF EMPLOYMENT INCOME :	25.00		
TOTAL EARNED :	575.00	POST EMPLOY STANDARD :	375.00
DEEMED INCOME :	50.00	PRORATED AMOUNT :	0.00
OTHER UNEARNED INCOME :	100.00	ADDITIONAL TANF AMOUNT :	0.00
TOTAL UNEARNED :	150.00	NEW GRANT AMOUNT :	310.00
POST EMPLOY DISREGARD :	575.00	PAID BENEFITS :	0.00
25 DISREGARD :	0.00	GRANT AMOUNT :	310.00
DEP CARE DEDUCTION :	0.00	RECOUPMENTS (INFO) :	31.00
CS DISREGARD :	85.00	CS RECOUPMENTS (INFO) :	0.00
TOTAL DEDUCTIONS :	660.00	CHECK AMOUNT (INFO) :	279.00
DECREASE REASON CD:		TANF PMT METHOD: EBT	EXCLUDE RESERVATION: Y
PAYMENT AUTH:			
HOLD REMIND DATE: 000000	APP CODE: 01	BENEFIT ISSUANCE: MO	
HOLD REASON :	REDET DATE: 0109	BENEFIT TYPE: RE	
TM900499 IS ELIGIBLE AUTHORIZATION REQUIRED			
NEXT-->			

Figure 2 –EXPD with TANF Post-Employment Fields

- ◆ **POST EMPLOYMENT TANF: XXX MONTH** will be added near the top of the screen under the CURRENT TRACK label. The XXX will be 1ST, 2ND, OR 3RD depending on which of the three Post-Employment months is displayed on the screen.
- ◆ In the first column, the label WORK EXPENSE will be replaced with **POST EMPLOY DISREGARD**. The corresponding amount will be the total of all earned income displayed on Earned Income (EAIN) and Self Employment Income (SEEI).
- ◆ In the second column, the label TANF PAYMENT STANDARD will be replaced with **POST EMPLOY STANDARD**. If the case passes both the GMI and benefit standard test, the payment standard amount shown will come from a new table. If the case fails either the GMI or the benefit standard test, zeros will be displayed for the POST EMPLOYMNT STANDARD amount. Figure 2 shows an example of a case that passes the GMI and Benefit Standards test for Post-Employment benefits.

EXPD INCOME CALCULATION CHANGES

For TANF Post-Employment, the calculations on EXPD will be changed as follows:

- All earned income will be disregarded.
- The total of the countable unearned income and deemed amount is considered the total unearned income. This amount will be tested against the GMI standard for the household size.
- If the case passes the GMI test, any paid child support will be deducted from the total unearned income, giving the total net countable income.
- The child support disregard and total earned income will be added together and displayed in the total deductions field.
- The total net countable income will be tested against the benefit standard for the household size.
- If the case passes the benefit standard test, the payment standard amount will be taken from a new table. Remember, this amount will be different for each of the three benefit months.
 - \$375 – 1st month
 - \$275 – 2nd month
 - \$175 – 3rd month
- The net countable income will be subtracted from the payment standard amount; this will be the benefit amount unless the case has an overpayment.
- If the case has an active overpayment, a recoupment or CS recoupment shall be calculated the same as for 'regular' TANF and shall be subtracted from the benefit amount to give the final benefit amount.

No supplemental or prorated benefits will be calculated for cases on TANF Post-Employment.

EXPD will allow someone with a sanction (coded DQ SN) to be on the case for the **first** month of TANF Post-Employment. However, new sanctions after the first month are not allowed in the post-employment program; non-compliance will result in case closure. A person with a sanction will not be allowed in the second or third month of TANF Post-Employment. If a person has a sanction during the second or third month of their TANF Post-Employment benefits, EXPD will display the error message `SANCTION NOT ALLOWED FOR POST EMPLOYMENT REMOVE SANCTION/CLOSE CASE.`

EXPD will not allow a case to be authorized if an individual coded IN or DQ with an adult/child indicator of A or I has received TANF post-Employment within the last 12 months, and EXPD will display the error message: `CASE INELIGIBLE. ADULT ON CASE HAS RECEIVED TPE WITHIN LAST 12 MONTHS.`

The system will not require specific EP/FIA components for a client on the TANF Post-Employment program. The Eligibility Case Managers and WoRC Case Managers will manage components based on policy.

NOTICES

NEW NOTICES

A126 - This new notice has been developed for TANF Post Employment approval.

A601 - This new notice has been created for Eligibility Case Managers to send regarding non compliance: TANF Post Employment Closure – Non-Compliance.

A660 (System-generated only) - TEAMS will automatically send a notice when TANF Post Employment is closed by the system after receiving three (3) months of TANF Post Employment benefits. This notice cannot be selected on NORE. It is the TANF Post Employment Auto-Closure notice.

DELETED NOTICES

Two notices are being deleted: A041 Work Support Request for Information and A129 Work Support Payment.

REVERT PROGRAM TO OPEN (REPT)

If TANF is closed after one or two months of TANF Post-Employment are issued and the case is reopened, the system will reopen the case to TANF Post-Employment. Eligibility Case Managers will be able to change the case back to regular TANF by removing the Y in the post employment field on AFED for a non-issued month.

If three months have been issued and the case is reopened, the system will reopen the case to regular TANF, assuming the case meets the criteria for regular TANF.

If no months of TANF Post-Employment have been issued and a case is reopened, the system will reopen the case to regular TANF. (This will be true even if the last calculation on EXPD was for a TANF Post-Employment benefit.)

POST ROLLOVER AND AUTO CLOSE PROCESSING

Rollover (month-end processing) will roll TANF Post-Employment cases into the next benefit month, **but they will not be auto authorized**. Based on the lack of auto authorization, an alert will be sent as shown in the table below. The first message will be sent if the case had both TANF and FS auto authorized; otherwise the second alert will be sent.

Program	Month on Post Employment	Alert message
FS & TANF	Case rolling to 2 nd or 3 rd month of TANF Post-Employment.	TANF and FS not auto-auth; TANF Post-Employment
TANF only	Case rolling to 2 nd or 3 rd month of TANF Post-Employment.	TANF not auto-auth; TANF Post-Employment

An auto closure process will run at the end of the month. This process will close TANF on cases that have been issued three months of TANF Post-Employment. An alert message will be generated and an auto closure notice (A660) will be mailed to the client. The TIM denial closure reason will be used by the system.

If FS is authorized, it will be deauthorized and the first alert message in the table will be sent; otherwise the second alert message will be sent.

Program	Month on Post Employment	Alert message
FS & TANF	Case rolling to new month after 3 rd month of TANF Post Employment is issued.	FS not auto-auth; TANF Post-Employment Auto Closed
TANF only	Case rolling to new month after 3 rd month of TANF Post Employment is issued.	TANF Post-Employment Auto Closed

CASES RECEIVING TANF POST-EMPLOYMENT REPORT TS103J04.1

A new report will be created that will contain information on cases receiving TANF Post-Employment; see Figure 3. The report will include case number and case name and the month issued. It will be broken out by county and by worker with a new page for every county and will include a state totals page. The cases for each worker will be sorted by last name and then first name. The report will be run the 10th of the month (or the next work day after the 10th) and will contain all issuances for the previous benefit month.

The report will be available on RDS and will not be automatically printed.

For example, the report created on November 10, 2008 will reflect all cases daily and monthly issued for the October benefit month. Any cases issued for the October benefit month after November 10 will not display on this report or the next month's report.

RPT NBR: TS103J04.1 CSTLTR58	STATE OF MONTANA DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES THE ECONOMIC ASSISTANCE MANAGEMENT SYSTEM CASES ISSUED TANF POST-EMPLOYMENT FOR BENEFIT MONTH OF OCTOBER, 2008			PAGE: 1 TIME: 19:09:12 DATE: 11/10/08
COUNTY: 01	BEAVERHEAD			
CASELOAD	CASE NUMBER	CASE NAME		
T01302	ANDERSON, MARY JANE 465456	ASPEN, ASH	3RD MONTH	
	234567	BIRCH, BARK	1ST MONTH	
	398098	COTTONWOOD, FLUFFY	1ST MONTH	
T01303	WORACHEK, WILLIAM 411456	BUCKEYE, OHIO	2ND MONTH	
	212559	LINDEN, LITTLE LEAF	1ST MONTH	
T01304	GIACOMINO, GERRY 465456	APPLE, MACINTOSH	3RD MONTH	
	234567	MAPLE, SILVER	2ND MONTH	
COUNTY TOTAL:	1ST MONTH 3	2ND MONTH 2	3RD MONTH 2	
RPT NBR: TS103J04.1 CSTLTR58	STATE OF MONTANA DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES THE ECONOMIC ASSISTANCE MANAGEMENT SYSTEM CASES ISSUED TANF POST-EMPLOYMENT FOR BENEFIT MONTH OF OCTOBER, 2008			PAGE: 45 TIME: 19:09:12 DATE: 11/10/08
STATEWIDE				
TOTAL:	1ST MONTH 23	2ND MONTH 10	3RD MONTH 12	

Figure 3 – TANF Post-Employment Report